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## BEG 39 - Beginners Guide to Microsoft Word XP

*This document gives an introduction to the Microsoft Word XP word processing software.*

**EDITION:** 1.1

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### 3. Opening and closing files

#### Creating a new document

To create a new document, select **New** from the **File** menu. This displays the **New** dialog box (Figure 3) This appears toward the right side of the screen. Select the **Blank Document** icon and click on **<OK>**.

Alternatively, press **<Control>** and **<N>** together. This creates a new blank document without bringing up the **New** dialog box.

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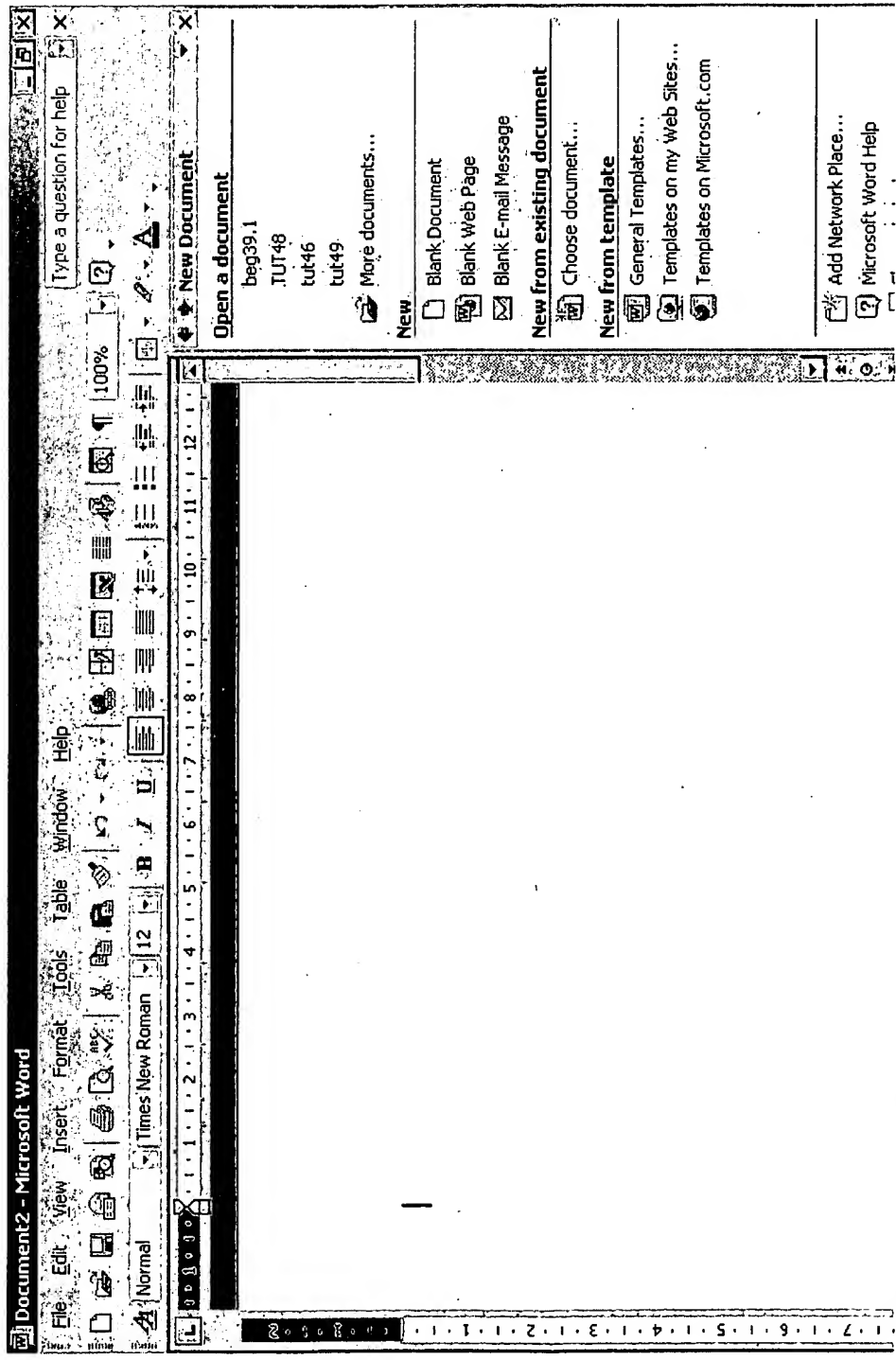
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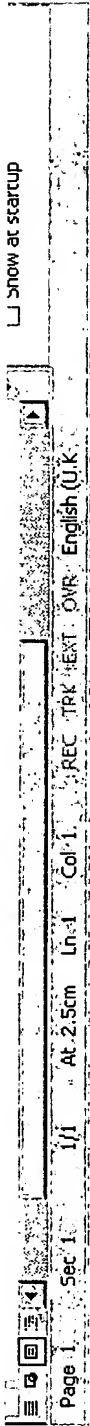


Figure 3. Document screen

## Opening an existing document

To open an existing document, select **Open** from the **File** menu. The **Open** dialog box displays a list of files in the current directory. To change the directory, click on the down arrow next to the **Look in:** box and choose your directory.

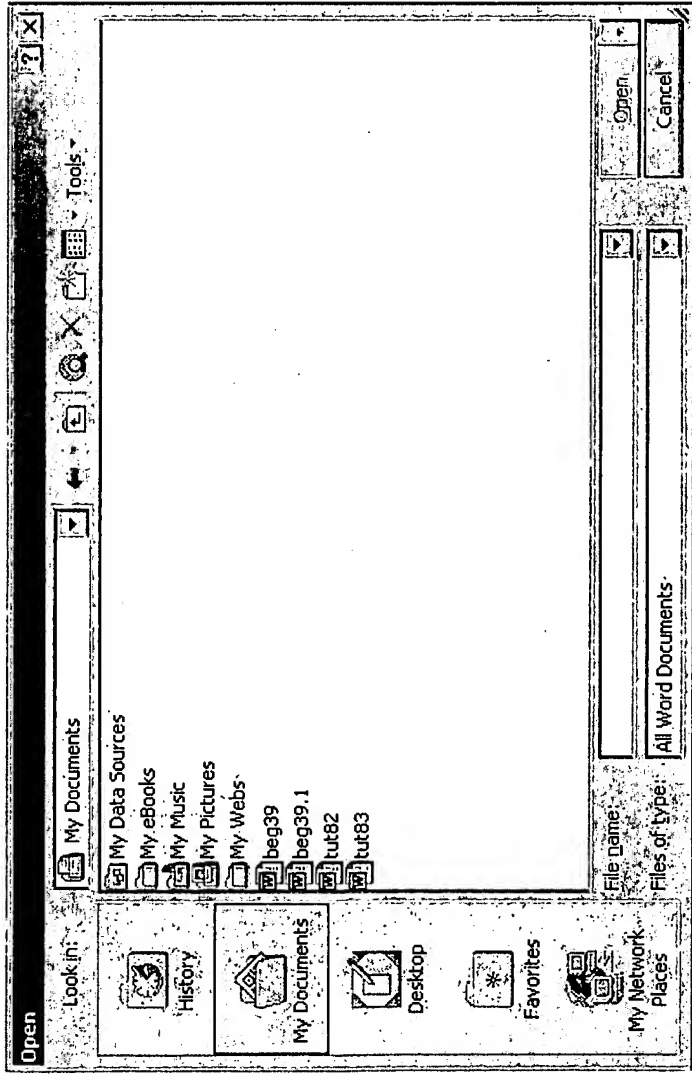
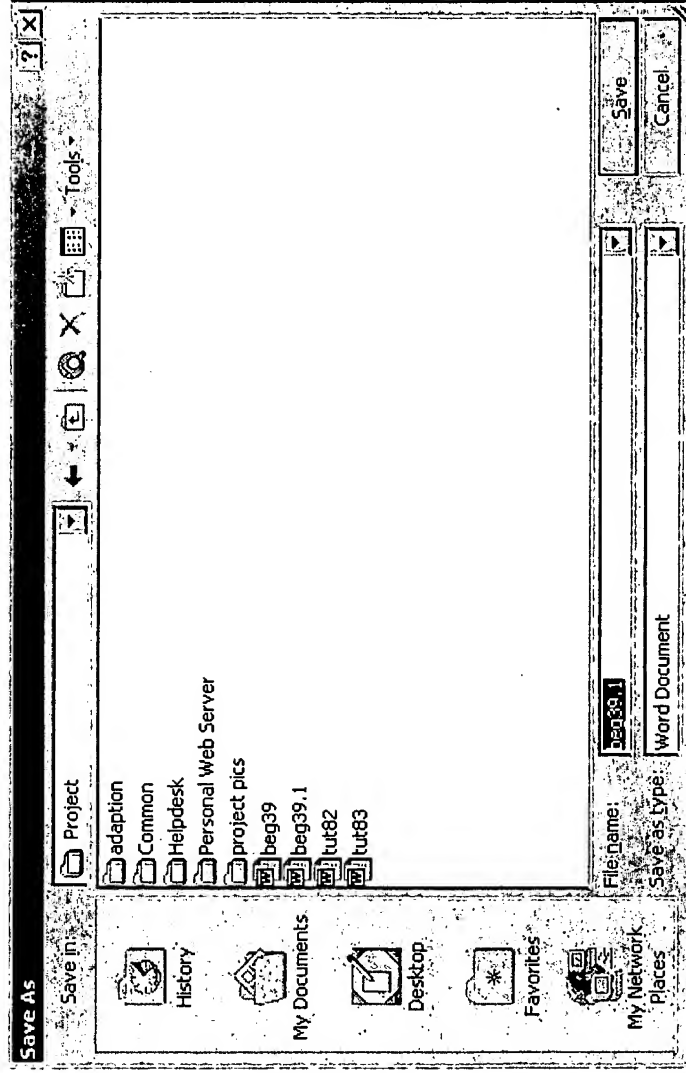


Figure 4. Open dialog box

To open a file from the list, click on the file name to select it and click on the **<Open>** button.

## Saving your document

To save the current Word document, choose **Save** from the **File** menu. The first time you save a new document, the **Save As** dialog box is displayed.



**Figure 5. Save As dialog box**

Select the directory you want to save your file in by clicking on the down arrow to the right of the **Save in:** box. Type a name for your document in the **File name:** box. If you plan to share the document, use it across the network, or on a Windows 3.1 computer, your file name should be eight characters or fewer. Finally, click on the **Save** button.

The next time you save your document the **Save As** dialog box will not appear. If you want to save your document with a different name, choose **Save As** from the **File** menu to bring up the **Save As** dialog box.

## Leaving Word

To close Word, choose **File**, **Exit** or press **<Alt>** and **<F4>** together, or click in the **close box** ☒ at the top right of the Word window. If you have not saved your document, a dialog box appears asking if you want to save it. Select **Yes** to save the document, **No** to quit without saving or **Cancel** to return to editing your document in Word.

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